



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

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Staff Management Auditor

Monthly Salary \$4912- 6222

1 Position: 24-month Limited Term, Full-Time

(May become permanent at a later date)

Location: Downtown Sacramento

Position# 443-300-4160-xxx, JOB# 07- 002

Final Filing Date: July 6, 2007

General Statement of Duties:

Under the direction of the Chief, Federal Compliance Unit, the Staff Management Auditor will examine organization operations and internal management controls, review organization policies and procedures, appraise performance and accomplishments in the execution of agency plans and objectives, and evaluate the effectiveness of operations in terms of the available resources; may review accounts, records and reports, verify reconciliations of accounts, and determine that the financial statements accurately reflect financial status and transactions.

MRMIB administers the Healthy Families Program (HFP) and Access for Infants and Mothers Program (AIM), which receive federal funding through the State Children's Insurance Program (SCHIP). Federal Payment Error Rate Measurement (PERM) regulations require State participation as well as participation of an "independent auditor" in the PERM reviews. The Centers for Medicare & Medicaid Services (CMS) has contracted with three independent federal PERM audit contractors. MRMIB will provide support for the eligibility and payment review activities of the CMS contractors, managed care payment reviews and the eligibility determination reviews being done by CMS contractors, and conduct the state-required program eligibility audit.

This position is subject to financial disclosure under MRMIB's Conflict of Interest Code.

Specific duties include, but are not limited to, the following:

- Actively participate in the analysis, development and update of MRMIB's SCHIP PERM review and reporting process. Ensure federal regulations and State eligibility, fiscal review and reporting requirements are met and adjust the process annually. As backup to the PERM project leader, understand PERM requirements and instructions. Assist in the planning, data gathering, analyzing and reporting tasks associated with the PERM audit. Research and analyze PERM regulations and contractor instructions, federal and state regulations, and other pertinent documents for PERM Application and program evaluation. Coordinate reviews with three independent federal PERM contractors: (1) statistical contractor (SC), (2) documentation/database contractor (DC), and (3) review contractor (RC). Consult and coordinate with CMS, federal and state contractors, MRMIB eligibility, fiscal and information technology staff, other state agencies, and other MRMIB divisions.
 - Participate in regularly scheduled and ongoing federal and state conference calls and meetings on PERM.
 - Maintain working relationships and cooperation among stakeholders.

Evaluate, document and maintain policies, procedures and program alternatives. Review work and outcomes and continually address required process improvement changes

- Develop and provide training to MRMIB management and critical staff on PERM audit requirements to assure compliance with federal and state mandates and advise management of PERM impact. Revise and update training plan on a quarterly and annual basis. Monitor PERM regulatory updates and inform management. Keep abreast of federal requirements and other states' best practices. Assist with on-site federal contractor reviews and state contractor eligibility and payment reviews. Ensure complete and timely submission of data requests to the federal RC including:
 - Eligibility and program policies;
 - Data processing reviews;
 - Managed care contracts;
 - Rate information; and
 - Any quarterly updates to contracts for the review year for SCHIP.

Ensure accurate timely responses to CMS and its contractors. Train and provide technical assistance to state contractors for statistical sampling, eligibility and payment reviews. Ensure complete and timely submission to the SC of the required quarterly sampling information and monthly sample lists of those cases randomly selected for review. Ensure compliance with the regulatory sampling criteria and information.

- As liaison with state contractors for sampling, eligibility and payment reviews, coordinate and submit corresponding data samples, eligibility and payment files. Ensure state contractors are apprised of PERM requirements, CMS verification standards and the State's eligibility and payment standards in effect. Validate, compute and report monthly summary and detailed eligibility and payment review findings to CMS contractors. Review and evaluate eligibility and payment findings. Actively participate in the review the RC-issued monthly disposition report. Coordinate responses with MRMIB and external staff. Summarize and support the identified differences per the mandated difference resolution process. Actively participate in the research, analysis and resolution workload in the associated appeal process.
- Develop and analyze findings and prepare the corrective action plans. Investigate, report, and review resolution measures. Make recommendations for program development, policy and procedures for improvement, correction and revision when necessary. Monitor and track implementation of the corrective action plan. Adjust the monitoring plan on an annual basis.

Desirable Qualifications

Knowledge, Skills and Abilities: Broad-based experience in government with an emphasis on analysis of government management functions and services. Working knowledge of, and the ability to apply, the principles and practices of organizational management, accounting and auditing; principles of electronic data processing, the uniform accounting system and the financial organization and procedures of the State of California; and the policies, rules and regulations of the Legislature and central control agencies as they relate to State agency financial and program management activities. Ability to make investigations of accounting and financial organization procedures and problems; and analyze data, draw sound conclusions, and present ideas and information effectively both verbally and in writing. Proficiency with Microsoft Office products, particularly Excel and Word. Knowledge of federal PERM regulations is beneficial.

Special Personal Characteristics: Demonstrated customer service skills; ability to act independently; be open-minded and flexible to other ideas and solutions; be tactful, negotiate and resolve issues without confrontation. Ability to effectively handle multiple tasks and changing priorities.

Interpersonal Skills: Ability to gain and maintain the confidence and cooperation of those contacted during the course of work; ability to interact with various levels of staff and management in a professional and courteous manner; ability to foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance.

Other Expectations:

- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Supports the Board's commitment to equal employment opportunities.

Who May Apply:

Individuals at the Staff Management Auditor level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with Job# **07-002** and Position # **443-300-4160-xxx** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Julia McLean – Personnel**

Final filing date: July 6, 2007

If you have questions regarding this information, contact Ms. McLean at (916) 323-4138 or via email at jmclean@mrmib.ca.gov.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.